



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHEAST REGION
GARRISON COMMAND
6751 CONSTITUTION LOOP, SUITE 550
FORT BENNING, GEORGIA 31905-4500

IMBE-PWH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for the First Sergeant Barracks Program (FSBP) 2020, Fort Benning.

1. REFERENCES.

- a. Army Regulation 420-1, Army Facilities Maintenance, 2 November 2007.
- b. MCOE Regulation 420-90, Fire and Emergency Services, 29 November 2010.
- c. MCOE Regulation 40-905, Pet and Animal Disease Control, 15 December 2011.
- d. Memorandum, Assistant Chief of Staff for Installation Management (ACSIM), 2 April 2005, Subject: Housing Assignment Policy for Voluntarily Separated Persons Geographical Bachelors).
- e. Memorandum, Assistant Chief of Staff for Installation Management, DAIM-FDF, 9 March 2005, Subject: Authorization for Housing (BAH) and Reside Off Post in the 50 United States (US).

2. APPLICABILITY. This policy applies to all Soldiers residing in FSBP 2020 barracks rooms.

3. PURPOSE: To describe policies, procedures, and guidance for effective discipline, protection, in/out-processing, maintenance, security of FSBP 2020 at Fort Benning, GA. This Standard Operating Procedure (SOP) is in effect on the date published and all Soldiers, visitors and guests will adhere to the standards herein. This SOP supersedes all others published regarding single Soldier living areas within the FSBP 2020 Unit footprint.

4. COMMANDER'S INTENT: Soldiers, regardless of marital status, deserve to be treated with dignity and respect and allowed to live in a clean, healthy, and safe environment. This environment must provide privacy and comfort, as well as a predictable living standard regardless of the installation or unit of assignment. As Soldiers are assigned to a FSBP 2020 barracks room, the chain of command has an inherit responsibility to ensure proper living standards and conditions are maintained. As such, we must be involved to the degree necessary. The chain of command determines the amount of time needed to discharge its responsibilities in this area. This policy reinforces the importance of our noncommissioned officer (NCO) leadership in

the daily care and supervision of subordinates, as well as the responsibility of all leaders to know, clearly define, and reinforce Soldier living standards.

The Garrison Commander, thru the Unaccompanied Housing (UH) Branch, Housing Division, and DPW is responsible for ensuring the quality of life of single Soldiers on their installation, per paragraph 5. Major Subordinate Command (MSC) Commanders will utilize their Command Sergeant Major (CSM) to ensure the FSBP 2020 Unit areas are maintained in the best possible condition. The unit Barracks Management Team (BMT) staff manages the day to day operations of the FSBP 2020 Unit areas.

5. OCCUPANCY: Permanent party Soldiers in the rank of Sergeant (E-5) and below will be assigned rooms in the FSBP 2020 unit areas.

6. RESPONSIBILITIES:

a. Unaccompanied Housing (UH) team's responsibilities.

(1) The UH team is the Garrison Commander's barracks management authority, providing oversight and guidance to Units (for purposes of this SOP UH refers to permanent party, Wounded Warrior, transient, and training barracks).

(2) Train unit Barracks Management Team (BMT) representatives on UH property management, policies and Enterprise Military Housing (eMH) database system, provide direction and documents needed to enroll and get approval for eMH access and use.

(3) Coordinate with unit leaders, S1/S4 sections as units deploy and redeploy.

(4) Provide unit assistance with barracks room furnishings replacement confirming: condition(fair wear and tear, damaged, missing), BMT charges for damages and coordination of delivery and installation of replacement item(s) with Furnishing Management Operation (FMO) branch, Housing Division.

(5) Conduct site inspection of Unit footprint, grounds, common areas, and barracks rooms (occupied, vacant and transient rooms).

(6) Conduct BMT staff assistance visits, weekly/monthly as needed for review of:

(A) Initial customer service process, BMT observed on assignment process.

(B) New Soldier unit briefing; barracks policy/procedures, in-processing packet completion, joint assignment inspection with furnishings and property condition report.

(C) Individual Soldier files, checked for all required documents.

(D) Room inspections (occupied, transient & vacant); review rosters, confirm occupancy status and evaluate facility condition and habitability.

(E) Service Order/Work Order Log book reviewed for maintenance history and order completion.

(F) Key Control review; account for keys issued (occupant, maintenance team), lockout log book daily entry by BMT/Staff duty, confirm processing of DD form 139 (Military Pay Adjustment) for lost key replacement.

(7) Provide placement of the FSBP 2020 stamp on clearance papers for installation checklist and clearance procedures, sign eMH Termination orders.

b. FSBP 2020, BMT's Responsibilities:

(1) The BMT is the unit areas building management authority.

(2) Room assignment, termination of rooms, issuance of housing orders and furnishings hand receipt.

(3) Collect for damages using military collection procedures (DD form 139 - Military Pay Adjustment Authorization contained in Appendix A).

(4) Maintain the Enterprise Military Housing (eMH) automated database system to monitor occupancy and track repairs/maintenance in the FSBP 2020 unit areas.

(5) Provide a point-of-contact for after duty hours emergencies and assignments (see BMT Staff - After Duty Hours on page 10 of 17).

(6) Monitor day to day operations of the FSBP 2020 unit areas.

(7) Maintain roster of all Soldiers living in the FSBP 2020 unit areas.

(8) Submit Service Orders in a timely manner to DPW TIYA contractor help desk during normal duty hours. After normal duty hours, barracks room occupants may report any emergency service orders directly to the TIYA help desk.

(9) Track all Service Order and Work Order repairs.

(10) Resolve problems within the FSBP 2020 unit areas to the extent possible. Problems that cannot be resolved will be referred to UH team in your area.

(11) Assign all incoming personnel a room and issue room key, provide a copy of the FSBP 2020 SOP, brief and obtain Soldiers' signatures on the FSBP 2020 Barracks Room Agreement for Unaccompanied Housing.

(12) Conduct out-processing procedures for all out-going FSBP 2020 unit area Occupants upon receipt of orders (PCS, ETS, etc.).

(13) All serious discrepancies or violations of the FSBP 2020 unit areas SOP will be reported to the Soldiers' Chain of Command.

(14) Exception to Policy approval: BMTs should not clear Soldier from barracks room or terminate in eMH until occupant provides a copy of their certificate of non-availability, issued by DPW, Housing Division, Bldg 280. The only exception to this process should be Soldiers that are departing the installation.

c. Garrison Commander: has the overall authority for enforcement and approval of the FSBP 2020 unit areas SOP.

d. MSC Command Sergeants Major's Responsibilities

(1) Recommend policy changes through the Garrison CSM to the Garrison Commander.

(2) Establish and develop the Unit's Better Opportunities for Single Soldiers (BOSS) Program within their FSBP 2020 unit areas of responsibility to comply with DA Circular 608-06-1.

(3) Notify the UH Branch of problems identified by Soldiers residing in the FSBP 2020 unit areas when the Soldier is unable to resolve the matter with the BMT Team.

(4) Hold all First Sergeants (1SG) responsible for utilizing the FSBP 2020 SOP and for developing a duty roster (DA Form 6) for maintaining the common areas and grounds. Monitor and enforce the SOP and duty roster to the degree necessary to maintain standards.

(A) 1SG will use the FSBP 2020 SOP for staff duty personnel at the Community Activity Center (CAC) locations.

(5) Costs for damages to Common Areas and Grounds will be collected by a unit cost passing process, through the Construction Inspection branch, DPW.

(6) Assume responsibility for transient rooms. Brigade CSMs or their representative will receive and sign for the transient room key from the BMT and then issue to their designated Brigade/Regimental/Battalion staff duty officer, or will provide a signature card for authorized personnel to sign on his behalf. Brigade / regimental / battalion staff duty officer will assign room spaces and maintain room standards.

e. Company Commander and 1SG's Responsibilities

- (1) Ensure new Soldiers who request and are authorized billet space are housed in the FSBP 2020 unit areas.
- (2) Establish a Unit SOP and duty roster for cleaning and removing trash from common areas and grounds. Monitor and enforce the unit SOP and duty roster to the degree necessary to maintain standards.
- (3) When applicable, initiate proper coordination with BMT and DPW for the barracks Battle Hand-Over (BHO) Process 120 days in advance for the execution of room closeout for Soldiers who are deployed and for redeployed Soldiers that require spaces in the FSBP 2020 unit areas.
- (4) Coordinate with BMT for the execution of room closeout for Soldiers who are deployed, on leave or TDY, etc. for 90 days or more.
- (5) Initiate consideration of judicial or non-judicial disciplinary action, under the Uniform Code of Military Justice (UCMJ) or appropriate non-punitive administrative action (i.e. corrective retraining, counseling etc.), to the degree necessary to maintain standards for personnel who have repeated "Notice of Discrepancies" for the same offenses.
- (6) Assign personnel living in the FSBP 2020 unit area barracks as Fire Wardens within 30 days of assuming 1SG responsibility for each assigned floor. There should be a primary and alternate Soldier assigned to perform this duty. They will be trained by the installation Fire Department in basic fire safety procedures. They will maintain a roster of Soldiers living on their floor for accountability purposes in the event of a fire. Building Fire Wardens will be responsible for ensuring all fire extinguishers are in place and operational on a recurring basis.

f. Occupants: Soldiers residing in the FSBP 2020 unit areas are responsible for reading and complying with the standards of this SOP. **Soldiers living in the FSBP 2020 unit areas must do their part to care for the facilities. Soldiers who fail to comply with this policy are subject to judicial or non-judicial disciplinary action under Article 92 of the Uniform Code of Military Justice for failure to obey a lawful order or dereliction of duty, or appropriate non-punitive administrative action (i.e. corrective retraining).**

7. GENERAL POLICIES:

a. Room Configuration: Soldiers are required to maintain rooms in a standard configuration. Rooms may be arranged to allow the Soldiers a degree of freedom, **for your side only**, eliminating uniformity standards but emphasizing cleanliness, safety, and proper accountability. Soldiers will adhere to the individual room standards outlined in paragraph 8h at all times. The chain of command is reminded of their

authority and responsibilities in accordance with, AR 600-20, paragraph 4-12, to prohibit the display in billets of pornography, symbols, flags, posters, or other materials relating to extremist groups or activities to ensure good order and discipline.

b. Inspections:

(1) Commanders retain the authority to conduct legal searches, health and welfare inspections. Enforcing standards, caring for Soldiers, identifying shortfalls in the function of appliances and plumbing in the rooms, safety, and living standards are among the most important responsibilities of Commanders and the NCO Corps. Commanders will use their discretion in balancing the maintenance of standards while treating Soldiers with dignity and respect. Generally, new Soldiers should be checked or inspected more frequently during reception and integration into his or her unit or until the NCO responsible for that Soldier can make an accurate assessment of the Soldier's adherence to the standards. Layout inspections of TA-50 should not be conducted in the FSBP 2020 unit areas or rooms.

(2) The unit chain of command; NCO, platoon sergeant and company commander, in accordance with installation MCoE standards approved by the commanding general will conduct inspection of FSBP 2020 unit areas barracks rooms, common areas, and grounds to ensure there is no damage to the facilities or furniture; unsanitary conditions; or fire/safety concerns, but in a manner respectful of privacy and individuality to the maximum extent possible.

This is a unit function.

c. Charge of Quarters (CQ): Charge of Quarters is **strongly** encouraged. The authority for deciding policy on CQs rests with the chain of command. Mission commanders are responsible for living condition standards and will establish means by which billets are checked during after duty time, regardless whether CQ is used. Traditionally, NCOs have taken the lead in how their Soldiers are living. This policy does not change that historical tie between the NCO and those in his/her charge.

d. After Hour Details: A duty roster will be maintained inclusive of all eligible Soldiers subject for duty. Unanticipated requirements will be fulfilled per duty roster regardless of whether the Soldier lives on or off post.

e. Short-Term Room Procedures:

(1) AWOL, Domestic and Hardship Cases: FSBP 2020, BMT staff will issue three (3) transition Rooms with two bed spaces to each Brigade for a 72 hour "cool down" period that will allow time to coordinate with chaplain, social worker, etc. AWOL and Hardship Cases personnel requiring facilities beyond 72 hours must submit a written Exception to Policy thru Brigade Commander / CSM to

Chief, Housing Division for review and submission to Garrison Commander for approval/disapproval.

(2) All other non-authorized barracks personnel, i.e. Geographical Bachelors, etc. will be directed by the Chain of Command to locate On-post Lodging or off-post accommodations. NO Geographical Bachelor quarters at Fort Benning.

8. SOLDIER, INDIVIDUAL ROOM STANDARDS:

a. DOORS AND NAME TAGS: The outside of each door will display the name, rank, unit, duty station and work phone for each occupant of the room. Also, supervisor name and contact phone number.

b. LIGHTS: Lights must be operational.

c. BLANKETS/LINEN: Occupants must use their own linen. Occupants needing temporary military linen (not to exceed 30 days) must contact their unit supply NCOIC to sign for linen.

d. WINDOWS/CURTAINS: Close windows when away from your room to conserve energy. Keep all windows closed when the air conditioner or heater is on. **Installation of window a/c units or fans, is NOT permitted.**

e. WALLS: Soldiers may hang framed pictures on walls using small penny size nails or appropriate hanging hardware not to exceed 5 penny nail size holes per wall. Soldiers must return the wall to its original condition prior to vacating their rooms by filling the holes with the appropriate spackle material. **Do not display nude pictures or pornographic material of any kind.** AR 600-20 (Army Command Policy) prohibits the display of symbols, flags, posters, or other materials relating to extremist groups or activities to ensure good order and discipline.

f. LATRINES: Clean daily to maintain a sanitized and odor-free environment.

g. APPLIANCES: If an occupant uses small electrical food preparation equipment, it will be in good repair and Underwriters Laboratory (UL) certified. Cooking equipment must be used according to manufacturer instructions. Cooking equipment will be placed on a noncombustible surface when in use and kept clean and unplugged when not in use. MCoE Regulation 420-90, (Fire Prevention and Protection, Chapter 16 (d)) states cooking in dormitories and transient billets is prohibited except where authorized cooking facilities have been provided.

h. FURNISHINGS AND ARRANGEMENTS: Occupants are responsible for the furnishings in their rooms. When moving into the FSBP 2020 barracks room it is important to ensure the furnishings are not damaged and thoroughly note all deficiencies. Deficiencies must be reported to BMT **within three (3)** working days of assignment to the room. Failure to report missing or damaged items will result in

the occupant paying for the items prior to vacating the FSBP 2020 barracks room. Occupants may arrange their furniture to suit themselves. **Occupants alone in a two man room may not use or move second occupant furniture due to pending room/space assignment.** All occupants sharing a room must agree to any changes in furniture arrangement. Occupants will not dismantle furniture in the room and all furnishings will be used for its intended purpose. Government provided furnishings will only be used in the intended FSBP 2020 Unit areas. Personal furniture use is allowed on a limited basis. Altering the appearance of the facility by drilling/nailing into walls, ceilings or floors to connect/secure personal furniture items causing damage to structure is not permitted. Occupants will be charged for damages to facility structure. Original barracks furnishings must be in place at time of termination of barracks room.

i. REFRIGERATORS: Occupants must clean refrigerators regularly and discard all spoiled food. Food must be properly stored in closed containers, zip lock bags, plastic wrap or aluminum foil. All refrigerators will remain plugged in and the temperature set to the lowest setting prior to deployment, TDY or extensive leave of 90 days or more.

j. DIRTY LAUNDRY: Occupants must keep all dirty laundry in a laundry bag or clothes hamper.

k. TRASH IN ROOMS: Must be removed from rooms daily and placed in the dumpsters at the appropriate trash collection point.

9. SERVICE ORDER (SO): It is the Soldier's responsibility to report any FSBP 2020 unit areas discrepancies or deficiencies for repair to BMT. The BMT will coordinate with DPW maintenance contractor, TIYA, for required repairs.

a. Emergency SO (i.e. power outage, heat or A/C not working for entire building, water leaks) after duty hours, weekends and holidays must be reported directly to TIYA, help desk, telephone: (706) 545-2135.

b. All other SO's must be reported to BMT.

10. VISITATION:

a. Visiting hours are 1700 to 2200 Sunday thru Thursday and 1700 to 2400 Friday, Saturday and Holidays. Visitors may not take up even short-term residence in the barracks. There will be **no** overnight visits in the barracks rooms without the Chain of Command's approval. Soldiers must submit a written request to their Commander requesting overnight. If a spontaneous need to obtain authorization, Soldier may call their Chain of Command to obtain verbal consent over the phone and enter approval into CQ log. This is not intended to negate the policy of written consent but rather allow a degree of freedom in having unexpected overnight visitors when needed. As such, when a spontaneous request is granted, a written request will still be submitted the following work day with the required information to

the Commander for his signature. If person(s) are found to be in a room outside the authorized visiting hours, they must leave the building and Unit Commander or 1SG will be notified.

b. Any non-military visitor under the age of 18 years and not a member of the Soldier's immediate family (i.e., brother, sister, etc) must be accompanied by a legal parent or guardian. Visitation is only allowed in a Community Activity Center (CAC), if available, or other public area of the FSBP 2020 Unit areas.

c. Authorized adult visitors can only visit the occupant's room during normal visiting hours and while the individuals assigned to the room are present. Occupants will not leave their visitor/guests unattended or leave them in the FSBP 2020 Unit areas while on duty. All occupants sharing a room must agree to their roommate's visitor, prior to visit. The rights of privacy always takes precedence over visitation.

d. Conduct of Occupants and Visitors/Guests:

(1) All NCOs within the FSBP 2020 unit areas: Leaders are responsible for the discipline, health and welfare of Soldiers and will enforce the standards set forth in this SOP. They will make on-the-spot corrections of Soldiers and other leaders who violate the standards. Soldiers identifying a violator will report that violator to the BMT staff or their Chain of Command.

(2) Occupants and their Guests: All personnel will conduct themselves in a proper manner at all times; refrain from using obscene or vulgar language, fighting, wrestling, or horseplay. Occupants will also wear appropriate attire and report anyone who wears clothing which offends others or is obscene in nature. Occupants are responsible for their conduct and that of their guests. Occupants are also liable and responsible for damages, to include restitution, caused as a result of negligence, misconduct or non-compliance with FSBP 2020 unit areas policies. Occupants will escort their guests at all times while they are in the FSBP 2020 Unit areas.

11. GAMBLING: Occupants and guests will not gamble for money in any form within the FSBP 2020 Unit areas. Anyone identifying violators must report the incident to the BMT staff. This policy is not meant to discourage Soldiers from participating in friendly card games, dominos or other sport related activities but rather prohibit the transfer of money as a result of the outcome of the sporting/gaming event.

12. SUBSTANCE ABUSE: Continued emphasis on reduction of tobacco and alcohol usage through education and individual responsibility is a critical health promotion mission enhancer. Army Regulation 600- 63(Army Health Promotion) provides excellent guidance and information on these important health issues.

a. **SMOKING:** Tobacco use is prohibited in all DA-occupied workplaces except for designated smoking areas, as authorized by DODI 1010.15, Smoke-Free DOD Facilities. The workplace includes any area inside a building or facility over which

DA has custody and control, and where work is performed by military personnel, Civilians, or persons under contract to the Army. **Smoking is also prohibited in all Fort Benning FSBP 2020 barracks rooms and common areas.**

b. ALCOHOL: IAW AR 215-1(Military Morale, Welfare and Recreation Programs, Chapter 10) alcoholic beverages will not be consumed in or at basic combat training (BCT) and advanced individual training (AIT) barracks. Therefore the alcoholic beverage consumption allowed by this SOP does not apply to the BCT or AIT barracks. In accordance with Georgia State Law, Soldiers and their guests under the age of 21 will not consume or have alcohol in their possession in the FSBP 2020 Unit areas or anytime on this installation. Normally, there will be no restrictions on types or amounts of alcohol Soldiers may possess in the barracks room provided they are 21 years of age or older and the alcohol is not on public display. This policy is not meant to glamorize or encourage the use of alcohol, but is only an effort to realign privileges with counterparts residing off post and in government quarters. The chain of command may restrict Soldiers from possessing alcohol in the billets based on alcohol or drug related incidents, or if a Soldier demonstrates a pattern of irresponsible behavior. When a Soldier's privilege to possess alcohol in the barracks is restricted, the unit chain of command will counsel that Soldier in writing. The counseling will address, at a minimum, why the action is being taken, the duration of the action, and the conditions that must be met to regain the privilege. All incidents of misconduct resulting from the abuse of alcoholic beverages must go through Soldier's unit Chain of Command. On the weekends and holidays violations will be reported to the military police.

13. ILLEGAL DRUGS: The personal consumption, illicit trafficking, distribution or selling of drugs is illegal. Anyone who identifies a violator will report the action to the military police, chain of command and/or notify the BMT.

14. PRESCRIPTION MEDICATION: Occupants must store prescription medication at all times so that it is not visible to visitors or personnel conducting inspections when not within the confines of their room.

15. SUICIDE PREVENTION: All personnel will be familiar with the Army Suicide Prevention Program A.C.E., which stands for "Ask, Care, Escort." Anyone concerned about another Soldier will ask that Soldier, "Are you having thoughts of suicide?" If that Soldier indicates that thoughts of suicide are present, that Soldier will not be left alone. The helper will notify the chain of command in order to escort that Soldier to available resources. All Soldiers will be knowledgeable of the number to the Suicide Prevention Hotline: 1-800-273-TALK (8255) and to the Military One Source: 1-800-342-9647.

16. PETS: No pets, to include wild, exotic or caged animals are allowed in the FSBP 2020 barracks rooms. Reasons for this restriction include consideration for roommates, disposition and care upon deployment, and humane care for pets, among others.

17. AUTOMOTIVE MAINTENANCE: The barracks is a Soldier's home. Unsightly activities outside the barracks are not conducive to a pleasant environment. Also, there are environmental concerns when working with petroleum products. Other than minor activities such as fluid level checks, recharging/replacing a battery, replacing a tire, etc., vehicle maintenance will be performed at the auto craft shop. Non-operational, unregistered and/or abandoned vehicles are not permitted on the FSBP 2020 Unit area premises. Violations will result in vehicle being removed at occupant expense.

18. PARKING AREAS: Recreational vehicles, boats, trailers, etc., are not authorized within normal barracks parking areas.

19. NOISE DISCIPLINE: Occupants and their visitors will observe noise discipline at all times. Occupants will not make noise so others can hear outside of their rooms, the immediate area or disturb other residents of the FSBP 2020 unit areas. Parties/large gatherings will take place in the CAC or outside in a picnic area, if available. Occupants and their visitors will observe quiet hours: **2200 to 0500** Sunday to Thursday and **2400 to 0800** Friday, Saturday and holidays. Outside of quiet hours, occupants are required to control the volume of their stereos, televisions and musical devices within their rooms so that they do not disturb the residents of other rooms. Playing radios and electronic devices which emit sound outside the passenger/driver compartment of their motor vehicle at a volume audible to a person with normal hearing at a distance of 15 feet from the motor vehicle on any public street, parking area or driveway is prohibited. Anyone can refer violators to the Charge of Quarter(CQ) desk, Staff duty or Military Police for corrective action and relief.

20. WEAPONS: Privately owned weapons of all personnel assigned to Fort Benning will be registered at the Provost Marshals Office and stored in the arms room of their immediate organization in accordance with AR 190-11 (Physical Security of Arms, Ammunition and Explosives). Weapons are not permitted in the FSBP 2020 unit areas and are defined as: rifles, pistols, bows & arrows, crossbows, BB guns, pellet guns, knives with blades over three inches in length (excluding kitchenware), switchblades, or martial arts equipment (nunchucks, swords, etc.). A decorative sword that was given to the Soldier as an award and/or gift is permitted provided they it used for display purposes only. Fireworks or ammunition will not be possessed or used on the premises or in rooms of the FSBP 2020 Unit areas. Unit Commanders should publish standard operating procedures covering the proper storage, issue, handling and use of weapons in accordance with AR 190-11 and MCoE Regulation 210-5 (Installations Garrison Regulation).

21. INPROCESSING AND ROOM ASSIGNMENTS

- a. **ASSIGNMENTS DURING DUTY HOURS (0800 – 1700):** Upon assignment to their Unit, Soldiers must first report to the unit First Sergeant who will have a designated sponsor to escort them to the BMT Office, to obtain a room assignment.

b. **ASSIGNMENTS AFTER DUTY HOURS:** Unit staff duty non-commissioned officer (SDNCO) will assign Soldier a transient room from 1700-0800 during week days, weekends, and holidays. Unit designated sponsor should escort Soldier to the BMT Office the next duty day for permanent assignment.

c. **IN-PROCESSING PROCEDURES:**

- (1) Obtain room assignment orders from BMT staff and sign for room key.
- (2) Sign BMT Move in/out (Property Condition) Report and Furnishings Hand Receipt.
- (3) Review the SOP for the BMT Unit area
- (4) Sign FSBP 2020 Unit area Agreement

22. OUT-PROCESSING: Upon receipt of Orders or notice of requirement to vacate room, the occupant will undergo a Termination Inspections:

a. Soldier must report to the BMT office to set up appointments for Termination Inspections. Failed or no-show appointments that exceed 2 appointments will result in BMT terminating the room assignment and the Soldier will be charged accordingly. Notification to the Soldier's unit will be made immediately.

b. Receive a briefing from the BMT on the cleaning standards. Occupants must attend this briefing at least five (5) working days prior to the date of the Termination Inspection. See *Appendix D, FSBP 2020 Handbook 2 JAN 2013, Termination of Quarters Checklist*.

c. Receive a Termination Inspection from the BMT. Each occupant will clear the FSBP 2020 Unit areas, relinquish their room key or access card to the Inspector, and turn-in linen (if applicable) to their unit supply NCOIC, upon completion of the FSBP 2020 Termination Inspection. Then, proceed to their Unit for final clearing/signing out. To clear the Unit, occupants must provide a copy of the Termination Order to their First Sergeant.

23. KEY CONTROL:

a. Occupants will sign for their key(s) (room, mailbox, and/or storage) from the BMT when assigned to the room.

b. Occupants are responsible for the security of their key(s)/access card and, if lost, will pay for the cost of replacement key(s) or a new lock. Mailbox keys must be paid for directly to the Post Office and pay receipt returned to BMT office.

c. All keys/access card are subject to inventory by the BMT at anytime

d. Lock-Outs:

(1) Units will be responsible to perform lockout assistance through their respective staff duty non-commissioned officer (SDNCO) section 24-hours a day.

24. SERVICES:

a. Mail: Mail will be delivered to your FSBP 2020 unit areas mailbox, Monday thru Friday, excluding holidays, by the unit mail clerk or the U.S. Postal Service. Check with the BMT to determine which system is currently in place in your area. Occupants must pickup accountable mail and packages in person as stated on the mail receipt. Stamp or money order purchases and package mailing must be done at the Post Office or appropriate facility.

(1) Occupant's mailing address is:

Rank and Name
Box #
Street Number and Street Name
Fort Benning, GA 31905

b. Storage Cages: When available occupants will store excess luggage and baggage in storage cages located in the FSBP 2020 unit areas. Government furnishings/equipment will not be stored in storage cages. Soldiers must see the BMT for assignment. Each cage is numbered and assigned a room number. Name tags will be placed on all assigned storage cages.

25. INFORMATION AND ANNOUNCEMENTS: The BMT may post information at bulletin board with FSBP 2020 unit areas. Information will be related to announcements within the building. Occupants are encouraged to read the bulletin board on a daily basis. The intent of the bulletin board is for the use of and benefit to all occupants. Bulletin boards will not be used for advertising purposes.

26. ACTIVITY/TV ROOMS (IF AVAILABLE): Activity/TV rooms are for non-duty recreational use. Occupants must cooperate to keep them well maintained and in proper working order while displaying proper courtesy for fellow occupants and guests. Off-duty Soldiers may use the Activity/TV rooms during duty hours.

27. CABLE TELEVISION/ INTERNET & TELEPHONE SERVICE: Installation of cable television, internet and telephone service is the occupant's responsibility. Illegal connections of Cable TV will not be tolerated, resulting in judicial or non-judicial disciplinary action under the Uniform Code of Military Justice or appropriate non-punitive administrative action. **Satellite dishes are not authorized.**

28. ON-POST EMERGENCY NOTIFICATION NUMBERS: 911 calls from Installation phones will connect to the Post 911 service. Calls from a cell phone are connected to Columbus, GA 911 service and then transferred to Ft. Benning 911 service.

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|-----------------------------------|----------------------------------|
| a. FIRE | 911 |
| b. AMBULANCE | 911 |
| c. MILITARY POLICE | 911 (Non-emergency 545-5222/23) |
| d. HOSPITAL EMERGENCY ROOM | 544-1502/1123 (info 544-2041/42) |
| e. EMERGENCY BUILDING MAINTENANCE | 545-2135 (1600 to 0730) |

29. CRIME PREVENTION:

- a. Occupants must register their valuables with their respective units on a DA form 4986 (Personal Property Record) upon arrival at Fort Benning. It is strongly recommended that valuable possessions and amounts of cash over \$50 dollars be placed in a commercial facility for safekeeping (**renter's insurance should be considered**). Secure small belongings in a locked area. Do not leave cash, checkbooks, debit/credit cards, ATM cards or phone cards unsecured.
- b. Report Larceny. Occupants are responsible for securing their personal valuables. Theft of any personal items should be reported immediately to the Military Police and then the BMT.
- c. All Soldiers must notify the BMT, when he/she will be deployed, on leave or TDY, in order for proper security measures to be taken. If deployed, the unit will coordinate with DOL, Transportation Division for storage of personal belongings.

30. BOMB THREAT PROCEDURES:

- a. Upon receipt of notice by any source that a bomb is in the building, the individual receiving the information will immediately notify the Military Police and then the BMT.
- b. All personnel will evacuate the building and move to the fire evacuation assembly area illustrated on the floor fire evacuation plans.

31. SAFETY PROCEDURES:

- a. The BMT will ensure safety procedures are followed while performing all FSBP 2020 unit areas activities. Safety is a fundamental consideration in all planning.

- b. The first objective toward maintaining a safe environment is to prevent accidents. Reporting accidents is an individual and leader responsibility. Any occupant witnessing an accident in the FSBP 2020 Unit areas will report the incident to the BMT.
- c. All occupants have the responsibility to report any safety violations or fire hazards to the BMT.
- d. Occupants will not tamper with the fire alarms, fire extinguishers or smoke detectors. Tampering with fire alarms, fire extinguishers or smoke detectors is punishable by law.
- e. Washing POV's and major car repairs in the FSBP 2020 unit footprint parking lot areas is prohibited.
- f. Do not block fire lanes or exits.

30. TORNADO ALERT PROCEDURES:

- a. Tornado warning signal: A steady siren blast for a three-minute duration.
- b. When you hear the tornado warning signal, take shelter in the bathroom or a closet away from doorways and window areas.
- c. Tornado all clear signal: A series of short siren blasts for one minute.
- d. During duty hours, when you hear the All Clear signal, inform the BMT of any injuries or damage and resume normal activity.

31. FIRE PREVENTION MEASURES IN THE FSBP 2020 UNIT AREAS:

- a. Occupants will not use radios, TV's, DVD/VCR players and other electrical devices with damaged wiring or plugs.
- b. Occupants will use multiple-plug receptacles/extension cords with surge-protection, which are no more than nine (9) feet in length. Do not use extension cords for refrigerators. Extension cords cannot be strung across floors, walkways, or under carpets.
- c. Fire and open flames are safety hazards. Do not melt floor wax or shoe polish. Do not store paint solvents, gasoline, and other flammable materials in the FSBP 2020 unit areas. **The use of candles or open flames is not authorized.**
- d. Soldiers' Unit will conduct unannounced fire drills periodically in coordination with the Fire Department. Occupants must familiarize themselves with established fire escape routes.

- e. Do not use personal barbecue grills, or other flammable materials within 15 feet of the building. If available, use barbecue grills provided behind the CAC.

32. PROCEDURES IN THE EVENT OF A FIRE:

- a. Individual discovering the fire:

- (1) Activate the closest fire alarm box on the wall and shout **"FIRE"** to alert others.
- (2) Telephone the Fire Department: 911 or 545-1220.
- (3) Notify the BMT.

- b. All occupants and guests will leave the building and go to the assembly area indicated on the fire escape plan.

- c. Evacuation Procedures

- (1) Personnel will **WALK, NOT RUN** to the assembly area.
- (2) Personnel closest to a fire extinguisher may use it to stop or contain small fires if possible. Most fires start small and can usually be brought under control if they are attacked correctly with the right type and size of extinguisher within the first two minutes. However, lives are more important than property; thus, evacuation of personnel is priority.

- (3) **NO ONE WILL RE-ENTER THE BUILDING UNTIL AUTHORIZED TO DO SO BY THE FIRE DEPARTMENT.**

- (4) The Fire Wardens for each floor in the FSBP 2020 unit areas will accomplish the following:

- (a) Appoint, if necessary, fire teams for each fire extinguisher.
- (b) Evacuate all personnel to the assembly area and take accountability.

IMBE-PWH

SUBJECT: Standard Operating Procedure for the First Sergeant Barrack Program
(FSBP) 2020

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33. VIOLATIONS OF THIS SOP: This Policy Memorandum is punitive in nature. Violations may result in judicial or non-judicial disciplinary action under the Uniform Code of Military Justice or appropriate non-punitive administrative action such as corrective retraining. Any Soldier who violates this SOP could be subject to punishment for a violation of Article 92, Uniform Code of Military Justice, for violation of a lawful order or dereliction of duty. This policy requires maximum effort by the chain of command and every Soldier. It does not reduce a leader's responsibilities for the discipline of Soldiers or the care of facilities and equipment. Leaders at all levels must know how their Soldiers live both on and off post and are at all times responsible for the health, welfare, and security of our Soldiers. This policy increases individual responsibility and recognizes that the majority of our Soldiers are mature, responsible, and accountable for their actions.



MICHAEL S. HUERTER
COL, IN
Garrison Commander

APPENDIX A

AR 190-11	Physical Security of Arms, Ammunition, and Explosives https://armypubs.us.army.mil/epubs/DR_pubs/DR_B/pdf/r190_11.pdf
AR 215-1	Chapter 10, Alcoholic Beverages http://www.apd.army.mil/pdf/r215_1.pdf
AR 420-1	Army Facilities Maintenance http://www.apd.army.mil/pdf/r420_1.pdf
AR 600-20	paragraph 4-12, Military Discipline & Conduct, Extremist organizations and activities http://armypubs.army.mil/epubs/pdf/r600_20.pdf
AR 600-63	Army Health Promotion http://armypubs.army.mil/epubs/pdf/r600_63.pdf
MCOE 420-90	Fire and Emergency Services https://benna0shrpt2/sites/pubs/USAIC%20Regulations/MCoE%20Reg%20420-90.pdf
MCOE Reg 210-5	Garrison Regulation http://www.benning.army.mil/garrison/content/pdf/MCoE%20Reg%20210-5.pdf
MCOE 210-5, CH 3-3	Quiet Hours http://www.benning.army.mil/garrison/content/pdf/MCoE%20Reg%20210-5.pdf
DA form 4986	Personal Property Record https://www.pdfiller.com/en/project/11168253.htm
DA Circular 608-06-1	Better Opportunities for Single Soldiers Program http://www.benningmwr.com/documents/boss/608-06-01.pdf
DD form 139	Pay Adjustment Authorization http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0139.pdf
Tornado Responses	http://www.ready.gov/tornadoes .

The proponent of this SOP is the installation Garrison Commander, Fort Benning, Georgia. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. All waiver requests will be endorsed by the brigade / regimental HQ's Commander and Command Sergeant Major of the requesting activity and forwarded through the Housing Division, DPW to the policy proponent.